











## PY003.02: Running the Payroll Deduction Register

Step	Action
1.	On the <b>Employee Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
3.	Click the <b>Payroll for North America</b> menu. 
4.	Click the <b>Payroll Processing USA</b> menu. 
5.	Click the <b>Pay Period Reports</b> menu. 
6.	Click the <b>Deduction Register</b> menu. 
7.	Click the <b>Add a New Value</b> tab. 
8.	Populate the <b>Run Control ID</b> field. Run Control ID <input data-bbox="527 1696 979 1738" type="text"/>
9.	Click the <b>Add</b> button. 



Step	Action
10.	Populate the <b>Pay Run ID</b> field.  NOTE: The <b>Pay Run ID</b> includes smartcoding: <b>Digit 1</b> - Year <b>Digit 2</b> - Month <b>Digit 3</b> - Paygroup Type (B = Biweekly; M = Monthly) <b>Digit 4</b> - Payroll Sequence (i.e., 1st Biweekly, 2nd Biweekly, etc.) <b>Pay Run ID</b> <input type="text"/>
11.	Click the <b>Save</b> button. 
12.	Click the <b>Run</b> button. 
13.	Click the <b>OK</b> button. 
14.	Click the <b>Process Monitor</b> link. 
15.	Click the <b>Details</b> link associated with the <b>PAY001</b> report. 
16.	Click the <b>View Log/Trace</b> link. 
17.	Click the <b>Report</b> link, identified by the .pdf extension on the file name. 
18.	Review the <b>Deduction Detail</b> information.  NOTE: To close the report display, click the <b>Close (X)</b> icon on the browser tab.  <pre> Deduction    00FIT  Recreation/Fitness/Wellness Type         General Deduction           </pre>
19.	Click the <b>Return</b> button. 
20.	Click the <b>Cancel</b> button. 
21.	Click the <b>Go Back to Deduction Register</b> link. 



Step	Action
22.	You have successfully completed the <b>Running the Payroll Deduction Register</b> topic. <b>End of Procedure.</b>